



*Embassy of The United States of America  
New Delhi*

**Solicitation No. 191N6522Q0079**

**Date: June 29, 2022**

**Issued by: GSO/Contracting**

**SUBJECT:** Solicitation Number 191N6522Q0079 to supply uPVC Windows and Doors at the U. S. Embassy New Delhi, India

The Embassy of the United States of American New Delhi invites you to submit your competitive proposal for **supply of uPVC Windows and Doors** as described in the specification/SOW.

Please submit your quote via email at [newdelhibids@state.gov](mailto:newdelhibids@state.gov), **no later than 1700 hours on July 13, 2022**. Offers submitted on any other e-mail shall not be considered for further evaluation.

**The offerors must insert their prices in the below format.**

**Supply Description / Price Section**

S. No:	Description	Qty	Unit Price	Amount
1	Supply uPVC Windows and Doors in accordance with attached Specifications (SOW) and FAR & DOSAR Clauses	18 bags		
	Total			
2	GST (on material)			
3	Freight + Unloading Charges (Delivery at U.S. Embassy, 17A Prithvi Raj Road, New Delhi)			
4	GST (on freight)			
	Grand Total (1+2+3+4)			
Name & Address of Offeror:				

## **INSTRUCTIONS TO OFFEROR**

### **1. PRICING**

- 1.1.** All local offers must be in Indian Rupees (INR).
- 1.2.** This is a firm fixed price type of contract. The prices listed above shall include all expenses such as labor, materials, overhead, profit, insurance (see FAR 52.228-4 and 52.228-5), and transportation necessary for supply of the required items to the U.S. Embassy New Delhi, India. No additional sums will be payable on account of any escalation in the cost of materials, equipment, or labor, or because of the contractor's failure to properly estimate or accurately predict the prices or difficulty of achieving the results required by this purchase order. Nor will the purchase order price be adjusted on account of fluctuations in the currency exchange rates.
- 1.3.** For the evaluation purpose the Government will evaluate offers by converting the Foreign / INR currency to United States currency using the exchange rate used by the Embassy in effect as follows:
  - (1) For acquisitions conducted using sealed bidding procedures, on the date of bid opening.
  - (2) For acquisitions conducted using negotiation procedures:
    - (a) On the date specified for receipt of offers if award is based on initial offers; otherwise
    - (b) On the date specified for receipt of proposal revisions.
- 1.4.** To enable the U.S. Government to claim GST refunds, the local offeror shall indicate GST separately. If GST is indicated separately, the contractor shall furnish tax invoices in accordance with New Delhi GST regulations. GST registered vendors must print the **Embassy's UIN: 0717USA00138UNS** on their invoice otherwise their invoice shall be rejected by the Embassy.
- 1.5.** All offerors to ensure to quote only for the brands which can provide after sales service and meet warranty conditions in New Delhi, India.

### **2. EACH OFFER MUST CONSIST OF THE FOLLOWING**

- 2.1** Duly filled Price Section
- 2.2** Duly filled relevant pages of Representation and Certifications.
- 2.3** Technical catalogue/specifications/ Data sheet and pictures of the offered products.
- 2.4** Warranty provisions in New Delhi, India.
- 2.5** Offeror must submit past 3 years list of clients (with contact details) to whom similar items have been supplied.

**NOTE: Offers missing above documents / information as per solicitation requirement shall not be considered for technical evaluation.**

### 3. **NCAGE and SAM REGISTRATION**

- 3.1 This solicitation requires registration with **System for Award Management (SAM)** prior to the award, pursuant to applicable regulations and guidelines. Registration information can be found at [www.SAM.gov](http://www.SAM.gov)
- 3.2 For registering with SAM, you would first need NCAGE number. Please arrange NCAGE and then start SAM registration.

For NCAGE number please click on the link -

<https://eportal.nspa.nato.int/ac135public/scage/cagelist.aspx>

### 4. **EVALUATION FACTORS**

- Award will be made to the lowest priced, technically acceptable, responsible offeror. We intend to award based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.
- The Government reserves the right to reject proposals that are unreasonably low or high in price.
- The Government will determine acceptability by assessing the offeror's **Compliance with Specifications and the terms of the RFQ.**
- The Government will determine contractor responsibility by analyzing whether the apparent successful quoter complies with the requirements of FAR 9.1, including:
  - adequate financial resources or the ability to obtain them;
  - ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
  - satisfactory record of integrity and business ethics;
  - necessary organization, experience, and skills or the ability to obtain them;
  - necessary equipment and facilities or the ability to obtain them; and
  - be otherwise qualified and eligible to receive an award under applicable laws and regulations.
- The Government will use past performance information primarily to assess an offeror's capability to meet the solicitation performance requirements, including the relevance and successful performance of the offeror's work experience. The Government may also use this data to evaluate the credibility of the offeror's proposal. In addition, the Contracting Officer may use past performance information in making a determination of responsibility.
- The U.S. Government intends to award contract to the responsible company submitting an acceptable quotation at the lowest price.

### 5. **PAYMENT**

- 5.1 The payment(s) to the Contractor shall be made through EFT within 30 days after satisfactory inspection and acceptance of the material and submission



of legitimate invoice to Financial Management Center (FMC) along with proof of delivery of material.

- 5.2 Invoices should be submitted via email to [MissionIndiaPayments@state.gov](mailto:MissionIndiaPayments@state.gov) with the Purchase Order number in the subject line. Invoices sent in physical copy or to other email addresses will delay payment. It is not necessary to send duplicate invoices.
- 5.3 Invoices from Indian businesses must be a proper Tax Invoice.
- 5.4 Partial payment is authorized.

**The offer should be submitted electronically no later than 1700 hours local India time by/before July 13, 2022, at – [Newdelhibids@state.gov](mailto:Newdelhibids@state.gov) with subject line “RFQ Number 191N6522Q0079 – Supply uPVC Windows and Doors”.**

If any offer is received late, acceptance or rejection of the offer shall be at the sole discretion of the Contracting Officer (CO).

Sincerely,



Contracting Officer